



## **JOB DESCRIPTION**

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**Position Title:** Youth Support Specialist (Independent Contractor)

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### **Position Objective:**

Under general supervision, provide care and engage with at-risk youth who are in transition that may have an emotional, behavioral, or mental health need.

### **Roles and Responsibilities:**

- Ensures the personal safety of youth by providing an appropriate and safe environment to assist youth with developing social and life skills.
- Understand and maintain the confidentiality of all records required by state or federal law or administrative rule to be protected from disclosure, including protected health information
- Treat youth with dignity and respect.
- Build positive relationship with youth.
- Provide a caring approach to youth's needs (emotional and physical).
- Be aware of youth's health and safety onsite and provide assistance as needed.
- Follow youth's behavioral plan, if applicable.
- Arrive on scheduled time.
- Flexibility.
- Respect youth's lifestyle and choices.
- Be culturally and linguistically competent.
- Does not impose personal judgments and expectations on youth.
- Maintain positive professional boundaries.
- Report all forms of abuse and suspected abuse to FFCFL immediately.
- Report all injuries/incidents to self and others in a timely manner.
- Fulfill contract agreement.

This list of essential functions is not intended to be exhaustive. The agency reserves the right to revise the job description as needed to comply with actual job requirements.

### **Required Qualifications:**

- Must be 18 years of age.
- High school diploma with at least three years' experience working with youth with emotional, behavioral, or mental health needs.
- Must be able to pass a Level II background screening and have reliable transportation.
- Ability to commit to assigned schedule.
- Reliable transportation.
- Demonstrate cultural and linguistic competence and sensitivity to population served.

**Desired Qualifications:**

- Obtain/maintain CPR, First Aid certification.
- Experience in foster care/group homes/at-risk youth.

**Skills:**

- Must be highly self-motivated, and able to work in a team environment.
- Excellent interpersonal and communication skills; must be able to work well with colleagues/providers.

**Special Conditions:**

- Thorough Level II Background Screening upon hire including FBI, FDLE, Local Law check, Employment Reference check, DMV check, Criminal Records check, Social Security Trace & Drug Screening.

**PHYSICAL & MENTAL REQUIREMENTS:**

(N=Needed P=Preferred)

Analyzing (N), Bending-neck (P), Bending-waist (P), Calculations (P), Carrying/Lifting (P), Climbing (P), Crawling/Crouching (P), Finger Movements (N), Handling Objects (N), Kneeling (P), Pushing/Pulling (P), Reaching (P), Reading & Comprehending (N), Reasoning (N), Sitting (N), Squatting (P), Standing (N), Twisting-neck (P), Twisting-waist (P), Walking (N), Writing (N)

**Independent Contractor**

**Salary: \$18.00/hr.**

**Hours vary based on the needs of the youth**

**SEND RESUME TO: MURIEL JONES AT [mjones@ffcfinc.org](mailto:mjones@ffcfinc.org) for immediate consideration.**